

Financial & Management Services Administration

Mission:

The Department of Financial and Management Services provides high quality services in an efficient and effective manner through its six divisions:

Computer Support Services
Human Resources
Budget and Financial Reporting

Fiscal Accounting Services
Real Estate Assessment
Central Purchasing

Goals:

- Prepare and administer operating and capital budgets as directed by the Board of Supervisors and County Administration, and to prepare the County's Comprehensive Annual Financial Report in accordance with Federal, State and local requirements and established accounting principles.
- Provide support for the County's financial, network, and geographic information data processing systems.
- Process payroll checks, payments to vendors, and bills for utility services in a timely and accurate manner.
- Facilitate the recruitment and retention of qualified employees through administration of the County's personnel policies and procedures as adopted by the Board of Supervisors.
- Facilitate the procurement of goods and services as required by County and School operations in accordance with the purchasing policies and procedures established by the Board of Supervisors.
- Fairly and equitably assess the value of all real property located in the County.

Implementation Strategies for FY2005:

- Continue implementation of Program Effectiveness Process.
- Develop a written Fiscal Policy Manual for the County.
- Evaluate the County pay plan and recommend changes, if appropriate.

Budget Issues:

- In FY2001, funding was available for the purchase of a laptop computer.
- In FY2003, a part-time Mail Clerk position was added to assist in the delivery of mail to County offices. Administrative support has been transferred from the Planning division to administration. Funding was provided for the replacement of a copier.
- For FY2005, differences in personnel result from an Administrative Assistant I position being 100% allocated to FMS, which was previously split between FMS and Fiscal Accounting Services (FAS), and two Mail/Distribution Clerks being transferred 100% to Fiscal Accounting Services.
- Also for FY2005, non-personnel increases reflect funding for server maintenance and vehicle maintenance.

General Fund Expenditures	FY2001 Actual Expenditures	FY2002 Actual Expenditures	FY2003 Actual Expenditures	FY2004 Original Budget	FY2004 Expected Appropriations	FY2005 Adopted Budget
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Personnel Services	133,667	94,374	159,243	173,945	173,945	160,687
Contractual Services	1,117	768	175	1,500	1,500	2,760
Internal Services	5,735	6,676	7,258	6,700	6,700	7,300
Other Charges	5,590	5,755	7,414	6,700	6,700	7,200
Materials & Supplies	2,344	2,424	3,701	2,500	2,500	2,300
Leases & Rentals	1,595	1,595	1,595	1,800	1,800	1,800
Capital Outlay	<u>961</u>	<u>707</u>	<u>5,719</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Activity Total	<u>151,009</u>	<u>112,299</u>	<u>185,105</u>	<u>194,645</u>	<u>194,645</u>	<u>183,547</u>
Percentage Change	-5.40%	-25.63%	64.83%	5.15%	N/A	-5.70%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	0.20	0.20	-	-	-	-
Admin/Clerical	-	-	0.50	0.50	0.50	1.00
Trades & Crafts	<u>1.00</u>	<u>1.00</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>	<u>-</u>
Total	<u>2.20</u>	<u>2.20</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>2.00</u>

